



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 09/30/2015 **Closing Date:** 10/14/2015

Position Title: Bartender

Department: Oak Pit Restaurant

Work Schedule: Part-Time/ Varies

Wage Rate: \$9.00/HR/ Paid Bi-Weekly/ Overtime eligible

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB DESCRIPTION

POSITION TITLE: Bartender

WORKSITE: Oak Pit Restaurant

615 N Main St.

Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Bartender is responsible for providing excellent customer service to all customers. They must also uphold all laws pertaining to the sale of Alcohol. Must be 21 years old.

DUTIES & RESPONSIBILITIES:

1. Responsible for prompt, efficient and courteous service to all customers to insure customer satisfaction.
2. Performs necessary tasks to service customers including but not limited to taking and filling all food and drink orders.
3. Assist customers as necessary by monitoring customer needs including assisting the elderly and handicapped.
4. Assist with cleaning tables and take dishes, utensils, etc. to kitchen for washing as needed.
5. Sanitize beverage areas during shift.
6. Follow all company procedures and health regulations at all times.
7. Must attend and be certified in all applicable training programs required.
8. Perform all cash exchanges, including receiving payment for food or drink from guests.

QUALIFICATIONS:

1. Must have excellent customer service skills.
2. Prefer Bartender License or 3-5 year of experience in bartending service.
3. Must have extensive knowledge in mixing cocktails & know drink recipes.
4. Must be able to multitask, and carry out tasks with or without supervision.
5. Must be able communicate in English including reading and writing, additional languages a plus.

6. Must be able to obtain and retain a license & training through the Alcohol Beverage Control Board.
7. Must be able to obtain a Food Handlers Certificate.
8. Must practice good personal hygiene.
9. Must successfully complete a pre-employment drug screen and background investigation.

PHYSICAL REQUIREMENTS:

1. While performing the duties of this job the employee is regularly required to talk, hear, stand for entire shift, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
2. Must be able to operate in mentally and physically stressful situations.
3. Must be able to lift and carry up to 30 pounds.
4. Environment may be fast paced with moderate to high noise levels & low to moderate in the kitchen.
5. Must be able to perform all essential duties of the job with or without reasonable accommodation.
6. Must be able to stand during entire shift.

This position reports to: Assistant Manager/ Manager

Supervises: None

Salary Ranges: \$9.00/ HR/Paid Bi-Weekly/ Overtime Eligible

Working hours: Part-Time/ Varies

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).